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Director

SHERYL L. SPILLER
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County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

May 17, 2011

#19 MAY 17, 2011

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO EXTEND SIX TEMPORARY SECRETARIAL/CLERICAL SUPPORT
SERVICES CONTRACTS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

The Department of Public Social Services (DPSS) seeks an extension of the current Temporary Secretarial/Clerical Support Services contracts with the six agencies listed in Attachment A, for six months effective July 1, 2011.

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of DPSS or designee to execute amendments with the six agencies listed in Attachment A that are substantially similar to the amendment in Attachment B. The amendment will extend the contracts for six months effective July 1, 2011 through December 31, 2011 for the provision of Temporary Secretarial/Clerical Support services. Attachment A provides the estimated cost for the extension to the six Temporary Secretarial/Clerical Support Services contracts. The estimated contract cost for the six-month extension period in FY 2011-12 is \$150,000.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action will allow DPSS to continue to procure temporary secretarial/clerical support services on an as-needed basis, not to exceed ninety (90) days, while a Temporary Secretarial/Clerical Support Services contract solicitation is completed to execute new contracts.

According to Government Code, Section 31000.4, the Board of Supervisors may contract with temporary help firms to assist County agencies, Departments, or offices during any peak load,

temporary absence, or emergency situation other than a labor dispute, provided the Board determines that it is in the economic interest of the County to provide temporary help by contract, rather than employing persons for this purpose. Under this section, use of temporary help shall be limited to a period not to exceed 90 days for any single peak load, temporary absence, or emergency situation.

The contracts are non-Prop A because the contracts are expressly permitted by statute and services are temporary and intermittent in nature. The use of temporary contract staff is a cost-effective alternative to meet intermittent personnel needs during peak load and emergency situations. Temporary staff is needed because of workload fluctuations due to increases in new program applications and backlogs caused by understaffing, combined with hiring freezes. Utilization of temporary staff is a cost effective approach to filling peak workload gaps without delay.

There are four job categories including Clerk-Heavy Lifting, Intermediate Clerk, Intermediate Typist Clerk, and Secretary II. The Clerk-Heavy Lifting operates or assists in the operation of a warehouse. The Intermediate Clerk performs clerical duties and the clerical functions involved within a recognized clerical procedure. The Intermediate Typist Clerk performs skilled typing and specialized clerical work. The Secretary II acts as secretary to the head of a major unit in a very large and complex County department. For each job category, the Contractor with the lowest price is offered first opportunity to provide the service. Although there has not been the need to make additional offers to contractors to provide service, should the Contractor with the lowest price be unable to meet the Department's needs at the time of the offer, the next lowest priced Contractor is offered the opportunity to provide the service.

The Department is able to achieve a cost savings because temporary contract staff are hired on an as-needed basis and are not paid benefits and overtime. Furthermore, the use of temporary contract staff allows the Department to manage emergencies and projects of short duration without the addition of permanent staff.

The current contracts expire June 30, 2011. The six-month extension will be effective July 1, 2011. The effective date of the new Temporary Secretarial/Clerical Support Services contracts will be no later than January 1, 2012. An extension of the current contracts is necessary to allow for the completion of a competitive contract solicitation. California Department of Social Services regulation 23.622.2 allows for a six-month extension without State approval to complete competitive contract solicitations.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan's Goal #1 - Program Excellence: Deliver the highest quality, effective and individualized services, Strategy #1.1: Service Delivery Systems: Establish clear and concise procedures including measurement and monitoring standards to achieve the highest quality program outcomes.

FISCAL IMPACT/FINANCING

The estimated contract cost for the six-month extension period in FY 2011-12 is \$150,000. Since there is a CalWORKs and CalFresh Maintenance of Effort (MOE) requirement, which will be met by the County, to the extent services are used for these programs, no additional net County cost (NCC) is needed. The share of costs associated with programs such as General Relief, results in an

estimated NCC of \$13,500. Sufficient funding has been included in the Department's FY 2011-2012 Initial Budget Request.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 10, 2008, the County Board of Supervisors approved the Temporary Secretarial/Clerical Support Services contracts with six agencies to provide temporary and emergency secretarial and clerical support services on an as-needed basis, not to exceed 90 days. A total of 10 bids were received as the result of an Invitation for Bids. Contracts were awarded to six agencies that submitted the lowest priced, responsive and responsible bids (Attachment A): Appleone Employment Services, Future Personnel Agency dba Top Tempo, HelpMates Staffing Services, JM Temporary Staffing, Partners in Diversity and Select Staffing.

The current contracts for these services expire on June 30, 2011 and do not include a Cost- of-Living Adjustment provision. The contracts include performance outcomes that measure contractor performance.

The contracts will not result in the unauthorized disclosure of confidential information and will be in full compliance with federal, State and County regulations.

The County may terminate the contracts with a written 30 calendar day notice.

The Chief Executive Office has reviewed and approved the Board letter.

The contracts include a provision that the County has no obligation to pay for services exceeding the maximum contract amount. Further, the Contractors will not be asked to perform services that will exceed the contract amount, scope of work, or contract dates.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply as the recommended contracts are temporary services on an as-needed basis.

The Contractors are in compliance with all Board, Chief Executive Office, and County Counsel requirements.

CONTRACTING PROCESS

The Contractors are required to have sufficient staff recruited, selected, and hired who meet the minimum requirements of the job specifications. They are required to provide qualified staff within 24 hours of request; 8 hours for an emergent request. Based on the most recent review of the Contractors' performance, the Contractors are in compliance with the terms and conditions of the contract and meeting their performance goals.

The monitoring of the Temporary Secretarial/Clerical Support Services contract is performed on an annual basis. Results from the most recent period of July 1, 2009 through June 30, 2010 indicate the Contractors are in compliance with contract requirements. The contractors continue to perform satisfactorily during annual monitoring. During the period of January 1, 2010 through December 31, 2010, DPSS utilized 45 contracted employees for a total of 11,235 hours and expended \$123,363.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable DPSS to procure temporary secretarial/clerical support services on an as-needed basis. The service level required under the recommended contract is estimated to be the same as in the current contract.

The contract extension will allow a continuation of the current services provided in the existing contract.

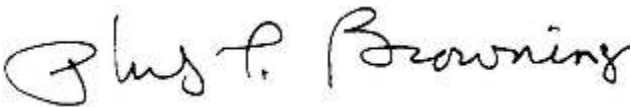
Failure to extend the Temporary Secretarial/Clerical Support Services contract term will cause an interruption in temporary help to assist County agencies, Departments, or offices during any peak load, temporary absence, or emergency situation other than a labor dispute.

Further, the recommended actions will not infringe on the role of the County in relationship to its residents, and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

CONCLUSION

Upon Board approval, the Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Philip L. Browning". The signature is written in a cursive, flowing style.

PHILIP L. BROWNING
Director

PLB:vn

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

TEMPORARY SECRETARIAL/CLERICAL SUPPORT
SERVICES
ESTIMATED CONTRACT AMOUNT FOR SIX MONTH
CONTRACT EXTENSIONS
JULY 1, 2011 - DECEMBER 31, 2011

The below chart lists the agencies in the order utilized based on the lowest price per job category.

CONTRACTOR	INTERMEDIATE CLERK	INTERMEDIATE TYPIST CLERK	SECRETARY II	CLERK HEAVY LIFTING
APPLEONE	\$10.98	\$11.20	\$15.72	\$13.10
TOP TEMPO	\$11.44	\$12.05	\$13.03	\$14.20
SELECT STAFFING	\$11.60	\$13.05	\$16.80	\$14.50
JM TEMPORARY STAFFING	\$12.70	\$13.35	\$17.46	\$13.77
HELPMATES	\$13.50	\$16.71	\$20.46	\$14.18
PARTNERS IN DIVERSITY	\$16.24	\$17.72	\$22.16	\$17.54
Estimated FY 2011-12 Cost for 6 months				
				\$150,000

**AMENDMENT NUMBER ONE
TO THE
TEMPORARY SECRETARIAL/CLERICAL SUPPORT SERVICES
AGREEMENT**

Reference is being made to the document entitled "*Temporary Secretarial/Clerical Support Services Agreement by and between County of Los Angeles and (Agency Name)*" dated June 10, 2008 and further identified as County Agreement (Contract Number), herein referred to as "Agreement."

Effective upon the signature of both parties, the original Agreement is revised as follows:

A. Section 4.0, TERM OF CONTRACT, sub-section 4.3 is added as follows:

4.3 The term of the Agreement shall be extended for six months beginning July 1, 2011 through December 31, 2011.

All other Terms and Conditions of this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment Number One to be executed on this _____ day of _____ 2011.

COUNTY OF LOS ANGELES

By: _____
Philip L. Browning, Director
Department of Public Social Services

Date_____

AGENCY NAME

By: _____
Authorized Representative

Date_____

Title: _____

APPROVED AS TO FORM FOR COUNTY:

BY THE OFFICE OF COUNTY COUNSEL
Andrea Sheridan Ordan, County Counsel

By: _____
David Beaudet
Senior Deputy County Counsel